

Addendum 1

Change to:

Property Management Procedure Manual 2006
Chapter 3, Clearing the Right of Way
Pages 3-4 and 3-16
Effective: December 22, 2006

This change replaces the section of the same heading.

Improvements Retained by INDOT or Other State Agencies

When INDOT acquires the fixtures or improvements, the District Real Estate and Right of Way office may notify all INDOT district offices of these items that might be of use. If a district determines that there is a need for any of the items purchased by INDOT, a request is prepared for approval and signature by the requesting District Deputy Commissioner. See Example 3-B, page 3-16.

The request will list the specific items requested, where the items will be used, the temporary storage location if not for immediate use and the intended date the items will be placed in service. Pictures of the requested item(s) must be attached to the request form. If items are to be stored temporarily, date stamped pictures will be taken of the items in storage and afterwards in their permanent installation. All pictures will be attached to the original request. Removal of the items occurs only after the District Deputy Commissioner signs the approval. When the request has been approved the District Real Estate and Right of Way contacts the requesting district(s) and makes arrangements for the removal of the item(s).

The request and all pictures will be copied to the Office of Facility Management. This procedure provides INDOT with a tracking method to verify proper use of approved items removed from INDOT acquired properties. Office of Facility Management field administrators will, as a part of assessments, verify compliance.

District Real Estate and Right of Way may notify other State agencies of fixtures or improvements not wanted by INDOT. Whenever any of the State's agencies desire to obtain any of these items purchased by INDOT, a letter of request from the head of the requesting agency to INDOT's Commissioner is required. If the Commissioner approves, District Real Estate and Right of Way contacts the requesting agency and makes arrangements for their staff to remove the item(s).

**Indiana Department of Transportation
Request to Utilize items from Acquired Properties**

Project Des Number: _____

Real Estate Code Number: _____

Real Estate Parcel Number: _____

<u>Items Requested</u>	<u>Permanent Location</u>	<u>Temporary Location</u>	<u>Installation Date</u>
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(Requestor's Name / Title Date

Concur / Do not Concur

District Head of Department **Date**

Approve / Do Not Approve

District Deputy Commissioner **Date**

cc: Office of Facility Management